

Issue Date: November 17, 2004



PROGRAM SOLICITATION PS 05-01

for a Cooperative Agreement for:

USArtists International
(International)

Issued by
National Endowment for the Arts
Grants & Contracts Office, Room 618
1100 Pennsylvania Ave., NW
Washington, D.C. 20506

Proposals in response to this solicitation in original and three (3) copies will be received at the above address, or if hand carried, in Room 618, until 4:00 p.m. on **January 14, 2005**.

[The National Endowment for the Arts continues to experience lengthy delays in the delivery of First-Class and Priority mail. In addition, contents are subject to an irradiation process that may damage material. Please consider using alternative delivery services.]

For information on this solicitation, write or call:
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The National Endowment for the Arts

The National Endowment for the Arts is the largest annual funder of the arts in the United States. An independent federal agency, the National Endowment for the Arts is the official arts organization of the United States government.

The National Endowment for the Arts awards more than \$100 million annually – investing in every state – which in turn generates more than \$700 million in additional support. The Arts Endowment has played a transformative and sustaining role in the development of regional theater, opera, dance, orchestras, museums, and other arts – both contemporary and traditional – that Americans now enjoy.

Mission

The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts – both new and established – bringing the arts to all Americans, and providing leadership in arts education.

SECTION I - FUNDING OPPORTUNITY DESCRIPTION

I.A Background

The National Endowment for the Arts supports great art throughout the United States and works with other government and private organizations to expand opportunities for international arts exchange.

The Endowment has an eighteen year history of supporting the performance of American artists at international festivals in cooperation with private funders and the United States Department of State through the Fund for U.S. Artists at International Festivals and Exhibitions. With the dissolution of the Fund in 2004, the Endowment maintains its commitment to support the presentation of the excellence, vitality, and diversity of United States art abroad by launching *USArtists International*, a new initiative for festival participation to be undertaken in partnership with a Regional Arts Organization.

Such an initiative is important because performing arts groups of high quality from the non-profit sector offer a dynamic and diverse representation of the cultural life of the United States. They provide a balance to the presentations of United States popular culture that are widely accessible internationally. In addition, the international festival setting allows artists to interact with colleagues from many nations and is valuable for the creative and professional development of American artists.

I.B Scope of Work

The purpose of this Program Solicitation is to enter into a Cooperative Agreement with a Regional Arts Organization to create a program, *USArtists International*, to support United States music and dance ensembles invited to perform at international festivals primarily in the countries of the European Union.

The successful recipient of the Cooperative Agreement (Cooperator) shall:

- Develop and implement a process for drafting guidelines, jointly with the Endowment, for a competitive open application program for music and dance organizations invited to perform at international festivals.
- Design, print, and disseminate guidelines and applications nationally.
- Receive applications and implement a process, including determination of review criteria, for adjudication of applications by independent experts in the performing arts.
- Maintain a file for each application submitted, including the following:

- ✓ Proposal materials, recommendation of the panel, official correspondence, reporting requirements, and other relevant reports and documentation.
- Offer technical assistance to assist potential applicants to apply to the program.
- Maintain a database of arts groups and festivals supported and provide reports to the Endowment Project Director.
- Develop, with the Endowment, a communications plan for public announcement of the selected artists.

I.C Delivery Schedule

Based on an expected award date of January 25, 2005, the Endowment anticipates an 18-month funding period for the Cooperative Agreement. The anticipated schedule of tasks under the Cooperative Agreement include the following:

- | | |
|--|-------------------|
| • Refine work plan with Endowment Project Director | by March 1, 2005 |
| • Guideline development and distribution | by April 11, 2005 |
| • Application deadline | by May 18, 2005 |
| • Application review | by June 20, 2005 |
| • Awards and notification | by June 30, 2005 |
| • Report to Endowment Project Director | by June 30, 2005 |

SECTION II - AWARD INFORMATION

II.A The Endowment expects to make only one Cooperative Agreement award.

Total funding currently available is \$150,000. Subject to satisfactory performance, the availability of funds, favorable recommendation of the National Council on the Arts, determination by the Chairman, and mutual agreement of the parties, the National Endowment for the Arts may enter into subsequent Cooperative Agreements with the successful recipient of the Cooperative Agreement resulting from this Program Solicitation.

II.B The Endowment's Project Director will:

- Identify eligibility requirements for applicants.
- Identify eligibility requirements for festivals.
- Provide advice on program guidelines and development of the application.

- Provide suggestions of individuals for the review panel(s).
- Attend panel meetings.
- Provide liaison with the Department of State and U.S. Embassies in relevant countries concerning the program and information about selected groups.

SECTION III - ELIGIBILITY INFORMATION

- III.A** Only the Regional Arts Organizations may apply. The Regional Arts Organizations are: Arts Midwest, Mid-America Arts Alliance, Mid Atlantic Arts Foundation, New England Foundation for the Arts, Southern Arts Federation, and Western States Arts Federation.
- III.B** Matching, in accordance with OMB Circular A-110, in a minimum amount of \$75,000 is required.

SECTION IV - APPLICATION AND SUBMISSION INFORMATION

- IV.A** This solicitation provides all of the information that you need to submit a proposal.
- IV.B** Signed proposals in response to this solicitation, in original and three copies shall contain an outline of a project design that includes:
- A description of how the Regional Arts Organization would implement the project including—
 - ✓ A description of the application review process.
 - ✓ Bios of professional staff involved.
 - ✓ Identification of the types of panelists who would be used for application review.
 - ✓ Information on the methods used to promote USArtists International.
 - ✓ Information on the reporting requirements for sub-grantees.
 - ✓ A timeline covering the period from award of the Cooperative Agreement to the announcement of the subgrants to arts groups.
 - Information concerning other application/review processes administered by the applicant, including documentation such as sample guidelines, lists of panelists, past panelists, and lists of grantees.
 - Information on other international programs the applicant has implemented.
 - A detailed Budget. The attached Budget Forms should be used. Additional schedules or supporting information may be attached, as necessary. In addition, if indirect cost

is proposed, include a copy of the most recent indirect cost rate agreement with your cognizant Federal audit agency.

IV.C Proposals in response to this solicitation must be received by **January 14, 2005** at:

National Endowment for the Arts
Grants & Contracts Office, Room 618
1100 Pennsylvania Ave, N. W., Washington, D.C. 20506

IV.D Any proposal received after the time specified for receipt will not be considered unless: it was sent by mail and it was determined by the National Endowment for the Arts that the late receipt was due solely to mishandling by the Endowment after receipt at the Endowment; or it is the only proposal received; or it offers significant cost or technical advantage, and it is received before an award determination has been made.

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SECTION V - APPLICATION REVIEW INFORMATION

V.A Proposals received in response to this Solicitation will be evaluated and a Cooperative Agreement will be entered into with the applicant whose proposal is determined to be most advantageous to the Government. Proposals will be judged on the basis of:

V.A.1 Artistic excellence –

- ✓ The quality of artistic excellence demonstrated by other similar programs administered by the proposer.
- ✓ The quality of artists, arts administrators, and services that the project will involve.

V.A.2 Artistic merit –

- ✓ The ability to carry out the project, including the quality and clarity of the project design, and the qualifications of the project personnel.
- ✓ The reasonableness of the budget.
- ✓ Additional resources or matching provided by the applicant.

SECTION VI - AWARD ADMINISTRATION INFORMATION

VI.A Cooperative Agreement

The instrument that will be awarded as a result of this Program Solicitation is a Cooperative Agreement, as defined by the Federal Grant and Cooperative Agreement Act of 1977, Public Law 95-224. A Cooperative Agreement is a cost reimbursement instrument. No fee or profit (or other increment above allowable cost) is allowed. The provisions of Office of Management and Budget Circulars A-110 ("Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations") and A-122 as amended ("Cost Principles for Nonprofit Organizations") will be incorporated by reference into the Cooperative Agreement.

VI.B General Terms and Conditions

National Endowment for the Arts Cooperative Agreements are subject to the General Terms and Conditions for Grants and Cooperative Agreements to Organizations, located on the National Endowment for the Arts website at: <http://www.arts.gov/manageaward/CoopAgreements.html>

VI.C Assurances of Compliance

Assurance of Compliance with Non Discrimination Requirements

By submission of a proposal, the proposer hereby agrees that it will execute projects, productions, workshops and programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, where applicable. Copies of the nondiscrimination regulations identified above may be obtained by writing to the Office of Civil Rights, National Endowment for the Arts, 1100 Pennsylvania Ave, NW, Washington, D.C. 20506.

Certification Concerning Debarment and Suspension

The Proposer certifies that, as required by regulations implementing Executive Order 12549, "Debarment and Suspension," neither it nor its principals: (a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; (b) has, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with a public (Federal, State, or local) transaction or contract under a public transaction; for violation of Federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in (b) of this certification; and (d) has within a three-year period preceding this

proposal had any public transactions terminated for cause or default; and that it will include this clause without modification in all lower tier covered transactions (excluding contracts under \$25,000), solicitations, and proposals.

Where the Proposer or any lower tier participant is unable to certify to this statement, it shall provide an explanation to the Endowment Grants & Contracts Office.

Delinquent Debt Certification

The Proposer certifies that it is not delinquent on any Federal debt or, if it is, will provide explanatory information. Examples of relevant debt include delinquent taxes, audit disallowance, benefit overpayments.

Labor Standards Assurance and Drug-Free Workplace Act Certification

The successful recipient of the Cooperative Agreement will also be required to provide assurance of compliance with the labor standards set out in "Part 505 (29 CFR) - Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts," in accordance with the National Foundation on the Arts and the Humanities Act of 1965, as amended (20 U.S.C. 951 et seq.); and provide the certification required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations).

VI.D Reporting

VI.D.1 The Cooperator shall submit a report to the Endowment Project Director subsequent to the panel meeting, which provides, for each subgrant, a two to three sentence description that includes:

- ✓ The name of the arts organization.
- ✓ The number of artists in the performing company.
- ✓ The festival in which the group will perform.
- ✓ The name of the city and country of the festival.
- ✓ The dates of the festival.

VI.D.2 The National Endowment for the Arts is required to report on the geographic locations of grant and Cooperative Agreement activities. To ensure the accuracy of this information, the Cooperator shall submit a completed *Geographic Location of Project Activity* form within 30 days after award of the Cooperative Agreement, or with the first request for payment, whichever comes first. The form is located at <http://www.arts.gov/manageaward/CoopAgreements.html>

VI.D.3 No later than 90 days after the completion or termination of the Cooperative Agreement, the Cooperator shall submit to the Endowment Grants & Contracts Office, Cooperative Agreement Section, and the Endowment Project Director a Final Descriptive Report (FDR), and a Financial Status Report, Standard Form

269. Report forms are located on the National Endowment for the Arts website at: <http://www.arts.gov/manageaward/CoopAgreements.html>.

SECTION VII - AGENCY CONTACTS

For information on this solicitation, write or call:

William Hummel
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SECTION VIII - OTHER INFORMATION

Rejection and Award.

The National Endowment for the Arts reserves the right to reject any or all proposals.

BUDGET FORMS

Page 1 of 2. Read the instructions that follow this form before you start.

Applicant (official IRS name),
EIN, DUNS, Authorizing Official
and Signature:

INCOME

1. Amount requested from the Arts Endowment \$ _____

2. Total match for this project Be as specific as possible. Asterisk (*) those funds that are committed or secured.
Amount

Cash (Refers to the cash donations, grants, and revenues that are expected or received for this project)

Total cash a. \$

In-kind: Donated space, supplies, volunteer services (These same items also must be listed as direct costs under "Expenses" below or in Part 2 of the Project Budget form; identify sources)

Total donations b. \$

Total match for this project (2a. + 2b.) \$

EXPENSES

1. Direct costs: Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount
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Total salaries and wages a. \$

Fringe benefits Total fringe benefits b. \$

Total salaries, wages, and fringe benefits (a. + b.) \$

Page 2 of 2. Read the instructions that follow this form before you start.

Applicant (official IRS name):

EXPENSES, CONTINUED

2. Direct costs: Travel (Include subsistence)

# of travelers	From	To	Amount
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Total travel \$

3. Direct costs: Other expenses (Include consultant and other fees, honoraria, contractual services, access accommodations, publication, telephone, photocopying, postage, supplies and materials, distribution, transportation of items other than personnel, rental of space or equipment, and other project-specific costs)

Amount

Total other expenses \$

4.	Total direct costs (1. from Project Budget, Part 1 +2.+3.)	\$
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5. Indirect costs (if applicable)

Federal Agency:	Rate (%)	x Base	= \$
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6.	Total project costs (4.+5.)	\$
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Instructions For Budget Form

INCOME

1. **AMOUNT REQUESTED FROM THE ARTS ENDOWMENT:** Indicate the amount that you are requesting from the Arts Endowment.
2. **TOTAL MATCH FOR THIS PROJECT:** Cash match refers to the cash donations (including items or services that are provided by the applicant organization), grants, and revenues that are expected or received for this project. Do not include any Arts Endowment or other federal grants (e.g., from the Department of Education, National Science Foundation, National Endowment for the Humanities) that are anticipated or received.

In-kind: Donated space, supplies, volunteer services are goods and services that are donated by individuals or organizations other than the applicant (third-party). To qualify as matching resources, these same items also must be listed in the project budget as direct costs. The dollar value of these non-cash donations should be calculated at their verifiable fair-market value. Identify sources. Reminder: Proper documentation must be maintained for all items noted as “in-kind.”

EXPENSES

DIRECT COSTS are those that are identified specifically with the project. Salaries and wages cover compensation for personnel, administrative and artistic, who are paid on a salary basis. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in “3. Other expenses” in Part 2 of the Project Budget form, and not here.) Indicate the title and/or type of personnel, the number of personnel, the annual or average salary range, and the percentage of time that will be devoted to the project. List key staff positions, and combine similar functions. Where appropriate, use ranges. Example:

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount
Executive Director	1	\$40,000 per yr.	10%	\$4,000
Archivists	3	\$20-25,000 per yr.	5-40%	\$15,000
Support Staff	2	\$15-20,000 per yr.	20-30%	\$9,000

Salaries and wages for performers and related or supporting personnel must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor Regulations. (See “Legal Requirements” for details.) Salaries and wages that are incurred in connection with fund raising are not allowable project expenses; do not include them in your budget.

Fringe benefits are those costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, etc. They may be included here only if they are not included as indirect costs.

INDIRECT COSTS are overhead or administrative costs that are not readily identifiable with a specific project. (The costs of operating and maintaining facilities and equipment, depreciation or use allowances, and administrative salaries and supplies are typical examples of indirect costs.) Indirect costs are prorated or charged to a project through a rate negotiated with the Arts Endowment or another federal agency. If you do not have or intend to negotiate an indirect cost rate, leave this section blank. You may claim administrative costs or overhead as direct costs under “3. Other expenses.” If you have a negotiated rate and would like to include indirect costs, complete the information requested in this section and attach a copy of your current negotiated agreement. For additional information, see “Indirect Cost Guide for NEA Grantees.”

TOTAL PROJECT COSTS is the total of “4. Total direct costs,” and, if applicable, “5. Indirect costs.” NOTE: “1. Amount requested from the Arts Endowment” (from Part 1 of the Project Budget form) plus “2. Total match for this project” (also from Part 1) must equal the “Total project costs.” Your project budget should not equal your organization’s entire operating budget.